



2004 SBA Small Business Person of the Year Award Nomination Guidelines

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page with —

- the nominee's full name, title, business and home addresses with telephone and fax numbers
- the title of the award for which the nomination is being made
- the nominator's name, title, place of business, business address and telephone number
- a one-paragraph description of the nominee's business

2. A completed **SBA Form 898** (Biographical Data) and **SBA Form 2137** (Consent for Disclosure of Information) available from SBA's Harlingen District website, <http://www.sba.gov/tx/harlingen> and click on 2004 Small Business Week Awards.

For "team" nominations for Small Business Person of the Year, Forms 898 and 2137 are required for each team member.

3. An original 8" x 10" or 5" x 7" photo of the nominee; photocopies are not acceptable.

In addition, a digital photo (submitted on disk) of the nominee would be helpful to aid in promotion of the eventual winner.

4. A nomination letter, not exceeding two pages.

5. A brief biography of the nominee, not exceeding one page.

6. A business profile, not exceeding one page.

7. A concise statement of the qualities and performance that merit the award, not to exceed two pages. See page two for selection criteria to help you prepare this statement.

8. Current and past financial statements of the nominee, not exceeding 12 pages, on 8 1/2" x 11" paper.

9. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Support documentation must not exceed 10 pages. Videos will not be considered.

WHERE TO SEND COMPLETE NOMINATION PACKAGES:

For the Harlingen District Office:

U.S. Small Business Administration
222 East Van Buren, Suite 500
Harlingen, TX 78550-6855
Attn.: Small Business Awards Committee
Questions: Contact Gracie Guillen
at 956-427-8533, x225 or via email at
graciela.guillen@sba.gov

For the Corpus Christi Branch Office:

U.S. Small Business Administration
3649 Leopard Street, Suite 411
Corpus Christi, TX 78408
Attn: Small Business Awards Committee
Questions: Contact Debbie Fernandez
at 361-879-0017, x30 or via email at
debbie.fernandez@sba.gov

2004 SBA Small Business Person of the Year Award Nomination Guidelines

Small Business Person of the Year

Any individual who owns and operates or bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four.

NOTE: In addressing the following items, please relate specifically how the nominee fulfills the selection criteria below:

I. Staying Power - A substantiated history as an established business for at least 3 years.

II. Growth in number of employees - A benchmark to judge the impact of the business on the job market. Please include current number of full-time and part-time employees.

III. Increase in Sales and/or Unit Volume - An indication of continued growth. Please include gross revenues for the past three years.

IV. Innovativeness of Product or Service Offered - Illustrations of the creativity and imagination of the nominee.

V. Current and Past Financial data substantiating the improved financial position of the business. (Include profit and loss statements and balance sheets for the past three years.)

	Year 1	Year 2	Year 3
Total Assets	_____	_____	_____
Total Liabilities	_____	_____	_____
Revenues	_____	_____	_____
E.B.I.T.	_____	_____	_____
Net Worth	_____	_____	_____

VI. Response to Adversity - examples of problems faced by the business and the methods used to solve them.

VII. Contributions to aid community-oriented projects – evidence of the use of his/her personal time and resources. Examples include specific listing of contributions of money, time, or resources to charitable causes, and memberships in councils, boards, and clubs providing support and services to the community.